White Plains Staff Development Center

MA+60 teachers, teaching assistants, and other staff

are NOT required to pay the course fee.

Course fee only applies to those who are requesting in-service credit.

Compensation: This course may be taken for 1 District In-Service credit or a stipend at the contractual rate for MA +60.

Make check or money order payable to: WPCSD and please **indicate on the memo line the course name**.

Forward payment to the Attn: Monica Alvarez (SDC), Eastview MS. Rm 124.

TO RECEIVE FULL CREDIT FOR THE COURSE, PARTICIPANTS ARE EXPECTED TO ATTEND EACH COURSE SESSION FOR THE FULL- LENGTH OF TIME AND COMPLETE ALL ASSIGNMENTS.

Course Attendance Policy

- It is the experience/requirement of the WPCSD, the WP Staff Development team, and the WPTA that course registrants participate in the entire class. This includes attending class for the required seat time and completing all coursework.
- For district credit, participants must be in attendance 15 hours for 1 credit, 30 hours for 2 credits, and 45 hours for 3 credits, and must satisfactorily complete the course instructor's requirements.
- For graduate credit, participants must be in attendance for the entire length of the course. If a participant misses any time, they may still be eligible for in-service credit.
- Seat time and completion of the course requirements will determine the amount (number) of district credit(s) a participant receives.
- For participants receiving payment at the contractual training rate, they will be paid for seat time only after successful completion of the class. Timesheets must be completed, signed, and submitted in order to receive payment.
- If a participant has an unforeseen emergency and needs to miss a day in which the course meets, they may receive full credit by making up the missed time in a subsequent offering of the course, as long as the course runs again in the same year (July 1st- June 30th). Participants must notify the Instructor and SDC staff of unforeseen emergency as soon as possible.

- In case of an unforeseen emergency or contractual obligation, 3 of every 15 hours may be made up through assignment(s) which are agreed upon by the instructor and attendee, and approved by the Policy Board. Noted abuse of this policy may be addressed on a case-by-case basis.

- If a participant misses a session and there is no class scheduled in that academic year or the participant fails to make up the time and fails to complete the course, credit may not be awarded. There will be no refunds of registration fees.

Payment and Refund Policy

- Payment is expected upon registration.
- Payment should be made to the WPCSD.
- If payment is not received five days prior to the start of a course, registration may be dropped, and waitlisted participants may be granted a space in the course.
- Refunds will be granted if notification of cancellation is made five (5) working days before the course begins. No refunds will be given unless notification is received at least 5 days prior to the start of the course.